



## GUIDELINE

<b>SUBJECT/TITLE:</b> Arranging Replacement Practice Experiences Due to Undergraduate Student Absence		<b>PAGE:</b> 1 of 3
<b>RELATED GUIDELINES:</b> Nursing Practice Attendance Policy for 2 <sup>nd</sup> Year Undergraduate Students at MHC	<b>DATE ESTABLISHED:</b> August 2018	
<b>AUTHORIZATION:</b> Practice Policy and Procedure Committee Undergraduate Programs Committee Nursing Faculty	<b>DATE LAST REVISED:</b> August 2018	

### PURPOSE

To establish a process for fulfilling missed mandatory practice hours (on and off campus) due to student absence. Students who do not complete makeup activities for missed practice within the timelines stated in the course outline are in jeopardy of failing the practice course.

### DEFINITIONS

**“Faculty”** refers to the Faculty of Nursing at MHC Campus.

**“Nursing Instructor (NI)”** refers to any faculty member who teaches an undergraduate level on-campus or off-campus practice course within the Faculty of Nursing.

**“Nursing Practice Course Coordinator (NPCC)”** refers to any faculty who is the Instructor of Record for an undergraduate level practice course within the Faculty of Nursing.

### GUIDELINE

Make-up activities are assigned on a case-by-case basis by the NI, in collaboration with the NPCC, and are based on the learning needs of the student.

### PROCEDURE

Additional learning activities will be identified by the NI in collaboration with the NPCC.

Additional learning activities will be documented and incorporated into the anecdotal notes.

Students who miss two days of practice (on or off campus), will meet with the NPCC and a Learning Development Plan may be initiated. If a student misses more than 2 days of practice within one semester, the student may be required to meet with the Chair, Faculty of Nursing at MHC, to discuss progression.

Student absences will be tracked across the program. Follow-up with those who repeatedly miss clinical days, throughout the program, will be addressed by the Chair, Faculty of Nursing at MHC.

### **POINTS OF EMPHASIS**

Students are accountable for their own learning and for ensuring that they are fit for practice.

### **RESPONSIBILITIES**

The NI will:

1. monitor student attendance at all on and off campus sessions.
2. report all student absences to the NPCC, through the Student Absence and Makeup Activity Tracking Tool (Appendix A), at regular intervals.
3. assess student progress in relation to the Course Learner Outcomes and determine the nature of the make-up activities which are most appropriate for the student, in consultation with the NPCC.

The NPCC will:

1. ensure that Student Absence and Makeup Activity Tracking Tools are collected from NI's at regular intervals, communicating timelines in advance.
2. submit Student Absence and Makeup Activity Tracking Tools to the Chair, Faculty of Nursing at MHC, at the end of each semester.
3. provide support and access to potential resources required for practice makeup activities to the NI.
4. ensure students have made-up all practice hours missed due to absence prior to submitting final grades.

### **RELATED POLICIES AND GUIDELINES**

Nursing Practice Attendance for Undergraduate Students

Student Absence and Makeup Activity Tracking Tool (Appendix A of this policy)

